

Office Work Area Requirements

Agency: Department: Dept. Of Human Services Location:		Contact Person: Telephone: Email:				Creation Date: Revised Date:				
					Current Space Needs		Future Space Needs			
Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Number of Staff	Current Net Work Area	Staff Growth	Total Number of Staff	Total Net Work Area	Comments (Required when using User Override)
Department Director	Enclosed Office	350		x		0		0	0	
Chief Deputy Director (19 & above)	Enclosed Office	250		x		0		0	0	
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x		0		0	0	
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180		x		0		0	0	
Special Designation Office (requires justification)	Enclosed Office	150		x		0		0	0	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0	
Supervisors	Open Office	80		x		0		0	0	
Professionals, Technicians	Open Office	80		x	30	2,400		30	2,400	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48	64	x	90	5,760		90	5,760	
Hotelling Space	Shared Open Office	20		x		0		0	0	
					Total Current Work Area Requirements Staff 120 Area 8,160		Total Future Work Area Requirements Staff 120 Area 8,160			

Special Support Area Requirements

Agency:		Contact Person:		Creation Date:	
Department: Dept. Of Human Services		Telephone:		Revised Date:	
Location:		Email:			

						Space Needs		Comments
Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	
Reception Area		N/A		x	N/A		0	
Service Counter/Waiting Area		N/A		x	N/A		0	
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A		0	
Public Access Toilet Facilities		80		x	N/A		0	
TOTAL PUBLIC USE SPACE:							0	

Conference & Meeting Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Conference (40+ Person)		800	N/A	x	0		0	
Conference (10-12 Person)		225	N/A	x	1		225	
Conference (6-8 Person)		150	N/A	x	2		300	
Conference (2-4 Person)		100	N/A	x	3		300	
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:							825	

Special Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Mail Area		80		x	1		80	
Records & Storage	Enclosed file / supply storage.	100		x	0	1	100	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	4		144	
Recycling Station	(1 for every 60 staff)	36	N/A	x	2		72	
Lunch / Break Room	(Assumes 20% usage)	440		x	0	1	440	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	60		540	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:							1,526	

TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:		2,351
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State of Michigan

Department of Management and Budget

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(Must be submitted with your 618)

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User Defined Area (Non-Standard Office Space)

Agency: Department: Dept. Of Human Services Location:		Contact Person: Telephone: Email:		Creation Date: Revised Date:				
					Space Needs			
User Defined Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required)
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:								0

State of Michigan

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Summary Page

Agency:		Contact Person:		Date:	
Department: Dept. Of Human Services		Telephone:		Date Revised:	
Location:		Email:		DMB Project Number:	
	Current Space Needs		Future Space Needs		Comments
	Staff	Area	Staff	Area	
Office Work Area Requirements					
Enclosed Office		0	0	0	0
Open Office		120	8,160	120	8,160
TOTAL NET WORK AREA REQUIREMENTS:		120	8,160	120	8,160
				Space Needs	Comments
				Area	
Special Support Area Requirements					
Public Use Area					0
Conference & Meeting Area					825
Special Use Area					1,526
User Defined Area					0
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					2,351
TOTAL NET OFFICE SPACE REQUIREMENTS:					10,511
<p>Net to Usable Ratio: 70%</p> <p>User Override Net to Usable Ratio:</p> <p>TOTAL USABLE OFFICE SPACE REQUIREMENTS: 15,016 Square Feet</p> <p>Total Current Staff: 120</p> <p>Total Future Staff: 120</p> <p>Percent Growth: 0%</p>					